

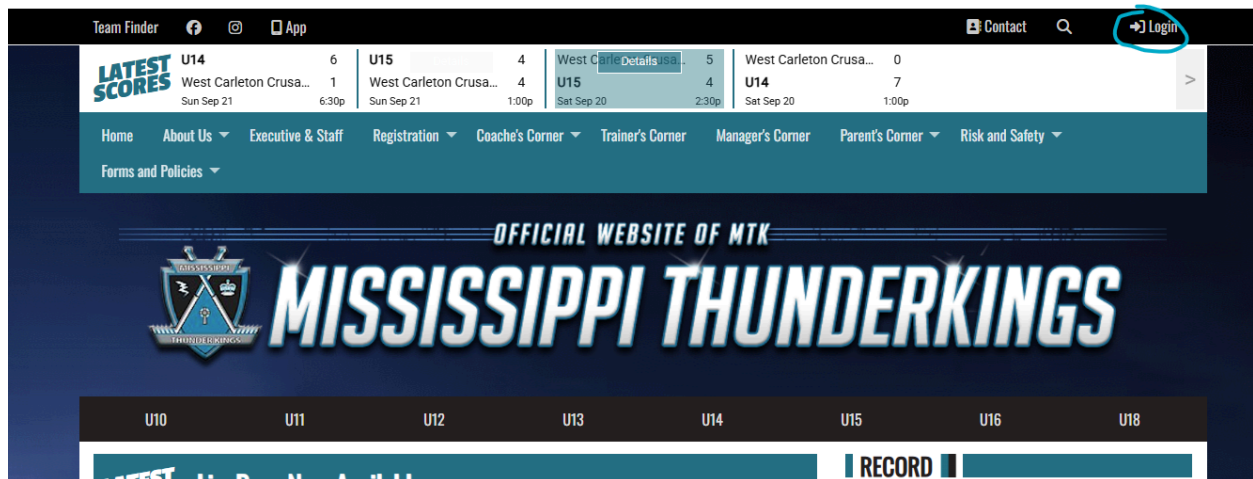
MTK Sportsheadz - Team Tournaments and Events

The intent of this document is to provide guidance to teams on how to add tournament games and team events on Sportsheadz.

Please note that you must make the ice scheduler aware of any tournaments so they can add them to Sportsheadz. This is a pre-requirement for a team to be able to add games to a tournament.

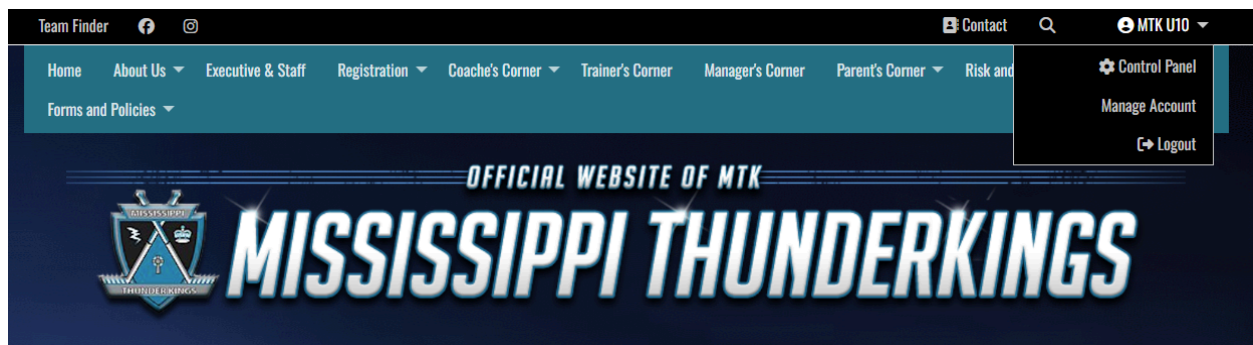
The first step is to visit <https://mississippithunderkings.ca/> . Next click on the login button in the top right corner of the page.

Use the team credentials provided by the MTK Director of Communications. If you have not received your team website credentials please contact the Director of Communications.

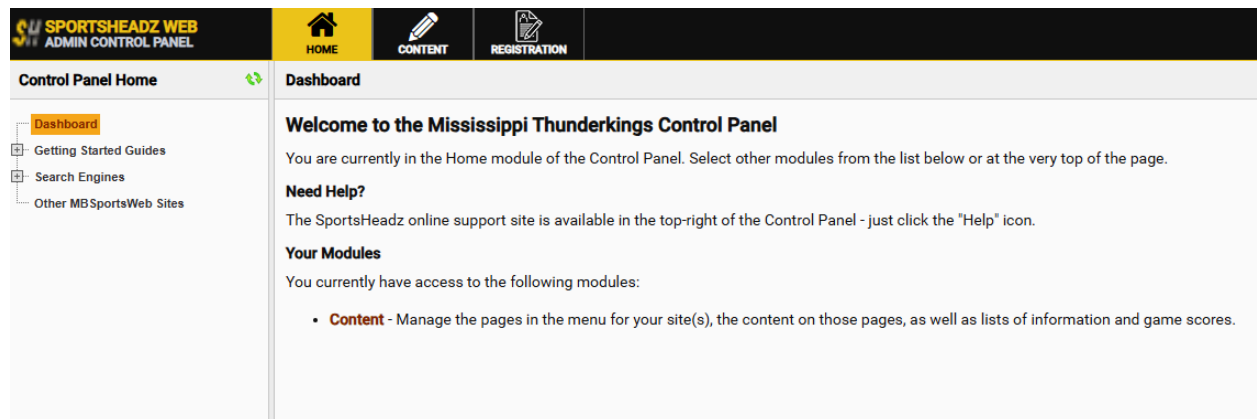


If it's your first time performing a login the site might ask you to change the password. Please note the new password.

Next, to access the backend of the website click on your ID in the top right corner of the site and then select "Control Panel"



This should take you to the backend which looks like this:



You can now proceed with adding games to tournaments or adding events.

Adding Games to Tournaments

To add games to a tournament, first click on the “Content” icon at the top of the page.

Next, expand the “Manage Page Content” menu and then click on “Schedule & Results”

Manage Site Content

Site: U10

- Training Video
- Suggestions
- Site Pages (Menu)
- Password Protection
- Manage Page Content**
 - Team Home Page
 - Team News
 - Player Roster
 - Schedule & Results**
 - Team Calendar
- Basic Features
- Advanced Features
- TheOneDB Data
- Player Statistics
- Tryout List
- Season Defaults
- Image Manager
- Reports
- Sportsheadz Mobile App
- TeamSnap Synchronization

Suggestions

2025-2026 U10 Website

Welcome to the Control Panel dashboard for the

Record Game Scores

This team has **2** games which have been played

Submit A News Article

This team hasn't submitted a news article in the

Enter Team Sponsors

No sponsors have been entered for the team. To manage your team sponsors.

Add Team Events

The site has detected that there are more than tv

Enter Team Polls

There are no polls currently visible for your team

Complete Player Profiles

The site has detected that there are **15** players w

Verify Notification & Subscription Settings

This team has **0** subscriptions. Use the **Subscrip**

Next scroll down in your game list and click on the tournament you are adding games to.

Manage Site Content

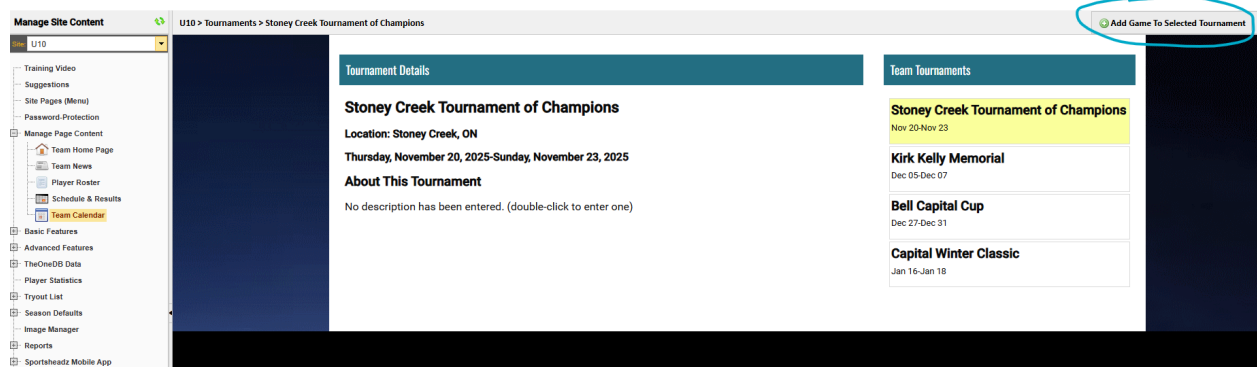
U10 > Schedule & Results

Site: U10

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Game #	Date	Time	Opponent	Venue	Score	Result
	Sep 23	5:00 PM	West Carleton Crusaders	Cavanagh Sensplex		
	Sep 28	11:00 AM	Stittsville Rams	Johnny Leroux SC Arena		
	Oct 9	5:00 PM	Perth Lanark Wings	Lanark Community Centre		
	Oct 14	7:00 PM	Stittsville Rams	Almonte Community Centre		
U10-6	Oct 18	5:00 PM	Casselman-Embrun Ice Dogs	J.R. Brisson		
U10-10	Oct 20	6:00 PM	Stittsville Rams	Almonte Community Centre		
U10-19	Oct 23	6:00 PM	Perth Lanark Wings	Perth		
U10-23	Oct 26	4:00 PM	Nepean Raiders	Pakenham Arena		
U10-27	Oct 28	7:00 PM	Ottawa West Golden Knights	Barbara Ann Scott		
U10-34	Nov 1	10:00 AM	Stittsville Rams	Johnny Leroux		
U10-42	Nov 8	6:00 PM	Ottawa Sting	Brian Kilrea Arena		
U10-48	Nov 11	6:00 PM	West Carleton Crusaders	Cavanagh Sensplex		
U10-51	Nov 12	6:00 PM	Osgoode Richmond Romans	Carleton Place 2		
U10-57	Nov 15	9:00 AM	Clarence-Rockland Crush	Almonte Community Centre		
U10-62	Nov 19	6:00 PM	Blues Hockey	Bob MacQuarrie (Roger Senecal)		
Nov 20-Nov 23						Stoney Creek, ON
U10-67	Nov 22	1:15 PM	Leitrim Hawks	Fred Barrett (West)		
U10-74	Nov 25	7:00 PM	West Carleton Crusaders	Almonte Community Centre		
U10-83	Nov 30	5:00 PM	Ottawa Sting	Pakenham Arena		
U10-88	Dec 3	6:00 PM	Perth Lanark Wings	Carleton Place 2		
Dec 05-Dec 07						Newmarket, ON
U10-101	Dec 10	6:00 PM	Cumberland Jr. Grads	Carleton Place 1		
U10-102	Dec 10	1:00 PM	Cumberland Jr. Grads	Carleton Place 1		

This will take you to the Tournament Details page. In the top right corner of the page click on “Add Game to Selected Tournament”



This will cause a window to pop up. You can then choose the date and time of the game.

The venue, venue address and opponent are completely configurable so you can fill it out as needed.

Lastly, choose “Home or Away” and set the length of the game in minutes.

The screenshot shows a 'Tournament Game' dialog box with the following fields and options:

- Start Date & Time:** Thu Nov 20, 2025 07:00 PM
- Game #:** 1
- Game Type:** Tournament
- For Tournament:** Stoney Creek Tournament of Cham
- Venue:** Stoney Creek Memorial Arena
- Venue Address (optional):** 123 Fake St
- Scheduled For:** U10
- Opponent:** Stoney Creek Eagles
- Home or Away:** ☐ Home ☒ Away
- Duration:** 60

At the bottom of the dialog box, there are three buttons: 'Insert & Add Another', 'Insert & Close' (highlighted with a green checkmark), and 'Cancel'.

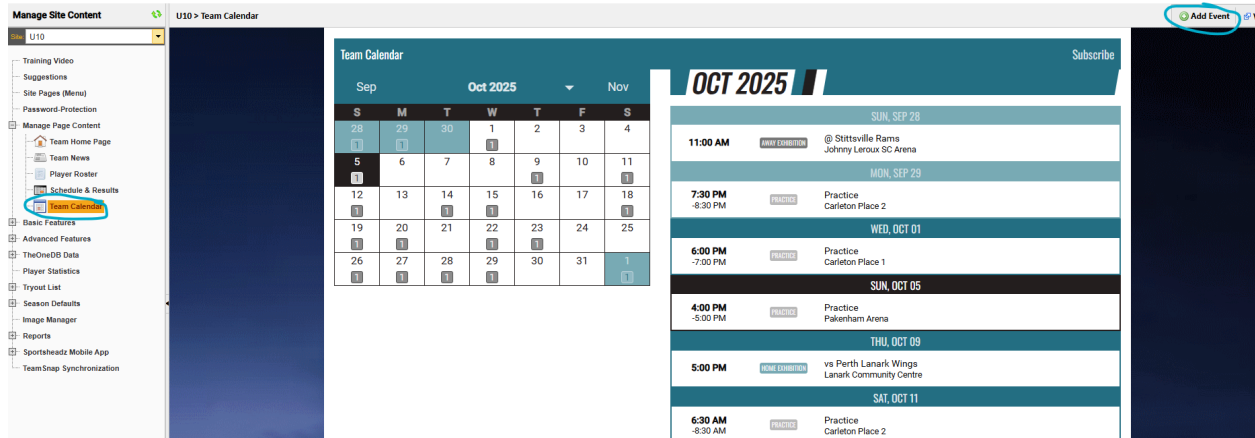
Click on “Insert & Close” to add the game to your calendar.

This will auto populate to the Sportsheadz app. Repeat this process for other games.

Note that you can add score to these games by double clicking on them.

Adding Team Events

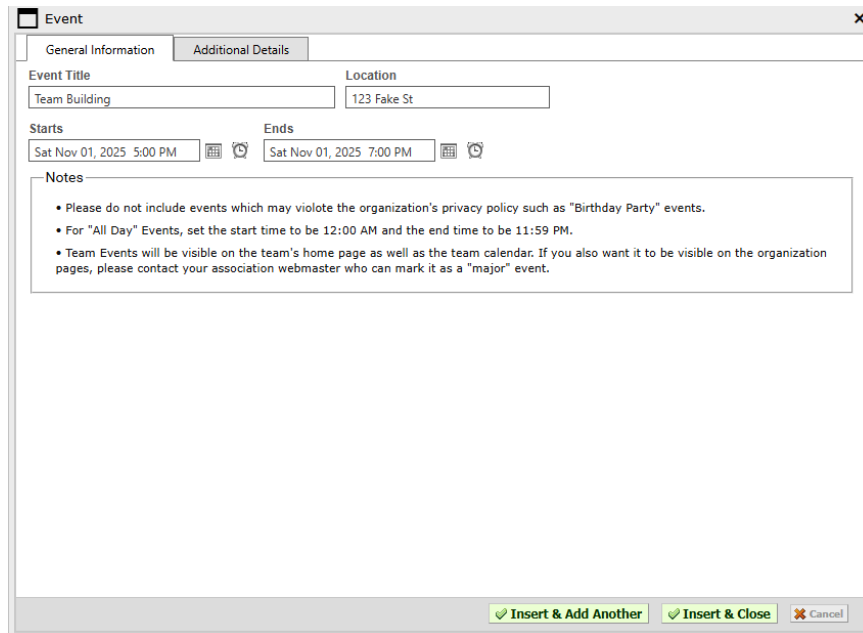
In order to add a team event you will need to select the “Team Calendar”.



The screenshot shows the 'Manage Site Content' interface. On the left, the 'Team Calendar' link is highlighted in the sidebar. The main content area displays the 'Team Calendar' for October 2025. The calendar shows dates from September 28 to November 1. To the right of the calendar, a list of events is displayed for October 2025. The events include:

- SUN, SEP 28**: 11:00 AM @ Stittsville Rams Johnny Leroux SC Arena
- MON, SEP 29**: 7:30 PM Practice Carleton Place 2
- WED, OCT 01**: 6:00 PM Practice Carleton Place 1
- SUN, OCT 05**: 4:00 PM Practice Pakenham Arena
- THU, OCT 09**: 5:00 PM vs Perth Lanark Wings Lanark Community Centre
- SAT, OCT 11**: 6:30 AM Practice Carleton Place 2

On this new page, select “Add Event” in the top right corner of the page. This will cause the following pop up to occur.



The screenshot shows the 'Event' pop-up form. The form has two tabs: 'General Information' and 'Additional Details'. The 'General Information' tab is active, showing fields for Event Title, Location, Starts, and Ends. The 'Additional Details' tab is also visible. The form includes a 'Notes' section with instructions and a footer with 'Insert & Add Another', 'Insert & Close', and 'Cancel' buttons.

Event

General Information | **Additional Details**

Event Title: Team Building Location: 123 Fake St

Starts: Sat Nov 01, 2025 5:00 PM Ends: Sat Nov 01, 2025 7:00 PM

Notes

- Please do not include events which may violate the organization's privacy policy such as "Birthday Party" events.
- For "All Day" Events, set the start time to be 12:00 AM and the end time to be 11:59 PM.
- Team Events will be visible on the team's home page as well as the team calendar. If you also want it to be visible on the organization pages, please contact your association webmaster who can mark it as a "major" event.

Insert & Add Another **Insert & Close** **Cancel**

Fill out the details and hit “Insert & Close”. This will add the event to your team calendar and to the Sportsheadz app.